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AUTHOR Cheng, Maisy L.
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ABSTRACT

A 1981 survey showed that while racial minorities made up 15 to 20 percent of the population of Toronto, Canada, the Toronto Board of Education had only 7.9 percent minority employees. In 1987 another survey was completed to determine if the representation of visible racial minorities had changed. This document is the first part of a two part report on the latter study. The following findings are discussed: (1) the percentage of racial minorities at the Board of Education remained the same, at 7.9 percent; (2) this level of representation was lower than the level in the total Metropolitan Toronto municipality work force; (3) the level was not uniform across job categories and departments; (4) the proportion of racial minorities in managerial and supervisory positions was 6 percent as compared to 5 percent in 1981; (5) Blacks and East Asians comprised one-third of the racial minority permanent work force; (6) in both the White and non-White categories there were slightly more female employees than male; and (7) 20 percent of White employees were employed in field positions compared to 9 percent of the non-Whites. Statistical data are presented in 6 figures and 11 tables. Six appendices include research documents and distribution tables. (VM)

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REPRESENTATION OF VISIBLE/RACIAL MINORITIES IN THE TORONTO BOARD OF EDUCATION WORK FORCE, 1987

Part I

Maisy L. Cheng

#186

RESEARCH SECTION

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Research Services

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ABSTRACT

* The percent of racial minority employees in the permanent work force of the Toronto Board of Education is 7.9% in 1987 just as it was in 1981.

* This level of representation is lower than that in the Metropolitan Toronto Corporation work force (all employees of the Metropolitan Toronto Municipality) in 1984 (19.0%). It is also lower than the representation of grade 9 visible minority students between 1980 and 1983 (26% - 30%).

* The level of representation is not uniform across job categories and departments. In general, Maintenance and Plant Operations field positions have the lowest representation rates (under 5%), while administrative positions exhibit the highest rate (12%). The representation rates among the various departments range from 0% to 27%.

* The proportion of racial minorities in managerial and supervisory positions is 6% in 1987, compared to 5% in 1981. The increase occurred mainly in the senior teaching and Schedule II positions.

* Blacks and East Asians each comprise one-third of the racial minority permanent work force in 1987.

* The Board has slightly more female than male employees in its permanent work force. This applies to both the Whites and non-Whites.

* While over half of the White and non-White staff are employed in teaching positions, only 9% of the non-Whites are employed in field positions, compared to 20% of the Whites.

INTRODUCTION

A 1981 work force survey requested by the Race Relations Committee found that 7.9% of the Toronto Board employees were racial minorities.[1] This percent was smaller than two other estimates of visible minority populations during that time period. One was the percent of the racial minorities in the City's population which was estimated to be around 15 to 20%. The second estimate was the proportion of visible minority grade nine students in the City of Toronto which was found to be approximately 25%. (See attachment to the Board Minutes, 1982, pp. 671-672.)

The purpose of the present survey was to find out whether the representation of visible/racial minorities in the Toronto Board work force has changed over a period of six years. Specifically, this survey attempted to answer the following questions:

1. What is the level of representation of racial minorities in the permanent work force of the Toronto Board of Education in 1987?
2. How well represented are racial minority permanent staff in the various positions and departments?
3. What is the distribution of racial minority permanent staff by racial categories, sex and position?
4. Has there been change in the representation and distribution of racial minority staff in the permanent work force during the six-year period?

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[1] The term "racial minority" refers to native peoples and people of African and Asian descent. It is used interchangeably with with "visible minority" and "non-White" in this report.

5. What are the average salary, years of service and educational qualifications of racial minority staff in the Toronto Board of Education?

6. How do the salary, years of service and educational qualifications of racial minority staff compare to those of other staff?

7. What is the representation of racial minorities in the temporary work force of the Toronto Board of Education in 1987?

8. What are the characteristics of the racial minority temporary work force?

Part I of the 1987 Work Force Survey addresses the first four questions, while Part II, to be published as a separate report, will address the remaining questions.

DATA COLLECTION

Procedures

In the fall of 1986, Research Services developed two work force survey forms jointly with the Race Relations Advisor: one for the schools, and the other for the administrative departments and education offices. (See Appendices 1 and 2.) The final forms were submitted to the Ontario Human Rights Committee for approval in December 1986. The permission to collect the work force data was granted in February 1987.

In March 1987, the Director of Education and the Associate Director of Education - Personnel sent out a letter about the work force survey to all Board employees. (See Appendix 3.) A few days later, the two sets of survey forms were sent out to all the school principals and to supervisory staff in the Education Centre and Education Offices. An instructional sheet for completing the form was attached to each type of form.

Most of the forms were returned to Research Services in April. The rest arrived in the summer. The forms were coded and keypunched in June and July. Data analysis began when other relevant data derived from the Payroll Master File and Salary History File were available from Computer Services. All these data are stored in the Research office separately from all other administrative departments in the Toronto Board of Education.

Method

As in the 1981 work force audit, the 1987 survey forms were filled out by management/supervisory personnel. In the earlier survey, the managers and supervisors were asked simply to count the number of visible minority employees by racial category and position; this time they were asked to identify the individual visible minority employees by name, sex, racial category and position. (See Appendices 1 and 2.)

This new approach was approved by the Ontario Human Rights Commission. There are at least two advantages to this method. First, it increases the accuracy of the data. For example, with the availability of name, sex and position, racial minority employees, such as teachers who taught in more than one school and were reported more than once by the principals, could be identified, thus avoiding the problem of over counting. Second, with the availability of the employees' names, other relevant information from the Payroll Master File and Salary History File could be extracted to allow more in-depth analyses of their profile, utilization and pattern of mobility in the Board. For instance, it became possible to compare salary levels between the target group and the rest of the staff with similar experience and education in the teaching sector.

There were some slight changes to the racial categories on the 1987 survey forms. The seven categories used in the previous survey were: Black, Asian, South Asian, South East Asian, Canadian Indian/Metis/Inuit and Latin/South American/Indian and "unspecified and other". Only six categories were used this

time. They were: Black; Native Canadian Indian, Inuit or Metis; East Asian, South Asian, South-East Asian and Other. (See Appendices 1 and 2.)

The present survey is a "snapshot" of the work force during the Spring/Summer of 1987. Specifically, it covers both full-time and part-time permanent (benefit) staff employed in the schools during the time of the survey. It does not cover occasional (supply) teachers and other non-regular non-benefit employees (mainly instructors hired by the Continuing Education Department). In the Education Centre and Education Offices, however, the coverage includes both permanent and occasional (non-benefit, non-regular), full-time and part-time employees. All permanent staff who were on probation or leave of absence at the time of the survey are included.

FINDINGS

Representation of Visible Minorities in the Permanent Work Force in 1987

The Toronto Board of Education employed 8348 permanent teaching and non-teaching staff during the Spring/Summer of 1987.[2] Of these, 660 (7.9%) were identified by the management/supervisory staff as racial minorities. (See Table 1 and Figure 1.)

One external work force which has similar statistics for comparison is that of the Metropolitan Toronto Corporation. Its 1984 work force audit found that 19% of the employees in the Municipality of Metropolitan Toronto were racial minorities. (Morin and Halliday, 1985.) (See Figure 2.)

Position

Tables 2 and 3 show that the overall representation of non-White staff in various positions in both the elementary and secondary schools was 8.5% in 1987. This included all teaching and most non-teaching personnel who have day-to-day

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[2] Permanent employees working in hospitals and other institutions at the time of the survey were not included in this total.

contacts with the students in the schools.[3] On the other hand, the representation of the non-White student population for grade 9 was found to range from 26% to 30% between 1980 and 1983. (Toronto Board of Education, Research Reports Nos. 161, 164, 173 and 174.) (See Figure 2.)

The job categories with the lowest representation rate (5% or less) were elementary principals, secondary school department heads and school clericals from both panels.

Administrative positions in the Education Centre and Education offices, generally speaking, have higher proportions of non-Whites than other positions in the Board. In fact, Schedule I positions have the highest representation rate (15%) among all job categories in the Board. (See Table 4.)

On the other hand, field positions in general have the lowest proportion of non-White staff. All field positions, except stationary engineer and Food Services manager, have less than 5% visible minorities. (See Tables 5, 6 and 7.)

Among all the senior supervisory positions in the schools, Education Offices and Education Centre, 6% were occupied by racial minorities in 1987. (See Table 8.)

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[3] Heritage language instructors, who are non-permanent, non-benefit personnel, were excluded. They do, in fact, tend to be very representative of the cultural/racial groups they teach.

Family of Schools/Department

The presence of racial minorities by family of schools and department is presented in Table 9. It shows great variation in representation rates. There were three departments with over 20% racial minorities: the Director's Office, Library Services and Computer Services Departments. Five departments with under 5% representation rate were Special Education, Plant Operations (field), Maintenance (field), Food Services (field and office) and Administrative Services.

Distribution of Visible Minority Permanent Staff in 1987

Racial Category

Blacks and East Asians each comprised approximately one-third of the visible minority permanent work force in the Toronto Board of Education in 1987. (See Figure 3.) The next largest group was the South Asians (17.0%), followed by the South East Asians (5.6%) and the Native Canadians (1.8%). The ethnic origins of these non-White employees are presented in Appendix 4.

Figure 4 shows that the 1983 distribution of racial minority grade 9 students was statistically different from that of the secondary school racial minority staff.[4]

Sex

Male and female non-Whites each constituted 3.7% and 4.2%

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[4] In the grade 9 survey, the Asian group consisted of East Asians and South East Asians combined.

respectively of the entire permanent work force. (See Table 10). Similarly, among the Whites,[5] more females than males were employed on a permanent basis by the Toronto Board of Education in 1987. The similarity in sex distribution of the White and non-White employees is illustrated in Figure 5.

Position

In the total permanent work force, the distribution of non-White staff in teaching, office and field positions were 5.0%, 2.2%, and 0.7% respectively in 1987. (See Table 11.)

Figure 6 illustrates the dissimilarity of White and non-White staff in the distribution of these positions. Even though both White and non-White staff were concentrated in teaching positions, only 9% of all non-White staff were employed in field positions in comparison to 20% of all White staff. (See Figure 6).

Distribution of visible minorities in various positions by racial category is presented in Appendices 5 and 6.

Change in Representation and Distribution of Visible Minorities between 1981 and 1987

The size of the permanent work force in the Toronto Board of

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[5] The term "White" is used interchangeably with "Caucasian" in this report.

Education remained quite stable between 1981 and 1987. During this period, the number of visible minorities remained unchanged as well. As a result, the overall percent of non-white permanent staff in 1987 (7.9%) was identical to that of 1981 (7.9%) (See Table 1.)

An examination of Tables 2 through 7 reveals minor changes in representation level among the job categories. The two categories that have shown increase or decrease of over 5 percentage points were the Schedule I (5.4% increase) and Chief Caretaker (5.3% decrease) positions.[6] (See Tables 4 and 5).

Table 8 shows a slight increase (1%) in the overall representation of visible minorities in positions of responsibility. The increase occurred mainly in the senior teaching and administrative positions, but not in the field positions. A closer look at the senior teaching positions reveals that in spite of an overall decline in the number of such positions (from 886 to 867), there has been an increase in the number of visible minorities (from 37 to 51). This phenomenon of growth of the target group in the midst of overall decline is evidenced in the principal and assistant head positions.

There was no information on the proportion of the non-White staff by department in 1981 to compare to the 1987 data. However, some fluidity in the staff composition by department can be expected during the last six years. For example,

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[6] See footnote in Table 5.

Administrative Services, which had no non-White permanent staff in the Spring/Summer of 1987 has had visible minorities in the past. Most had moved on to other departments through promotions or transfers.

There were no substantial shifts in the distribution of racial categories among the visible minority staff within the six-year period. (See Figure 3.)

SUMMARY

The 1987 work force audit shows that the racial composition of the Toronto Board of Education's existing work force does not reflect the proportion of racial minorities in the external work force. The percent of visible minority staff is 7.9% in the Board, compared to 19% in the Metropolitan Toronto work force.

The presence of visible minority teaching and non-teaching personnel in the schools (8.5%) is low relative to the proportion of visible minority students in the schools (26-30%).

Representation of non-White staff is uneven across the positions and departments. On the whole, under-representation of the target population is most apparent in the field positions (under 5%). Schedule I positions (15%) are closest to reaching the proportion of non-Whites in the Metropolitan Toronto work force. There are a few departments which have actually exceeded the 19% mark. They are the Director's Office, the Library and Computer Services Departments.

There was no change in the overall representation rate of non-White employees between 1981 and 1987. However, the increase (1%) in representation among the managerial and supervisory positions, is an improvement. The employee group that experienced the largest increase (5.4%) in representation rate is Schedule I.

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FIGURE 1

Representation of Visible Minorities

T.B.E. Permanent Work Force, 1987

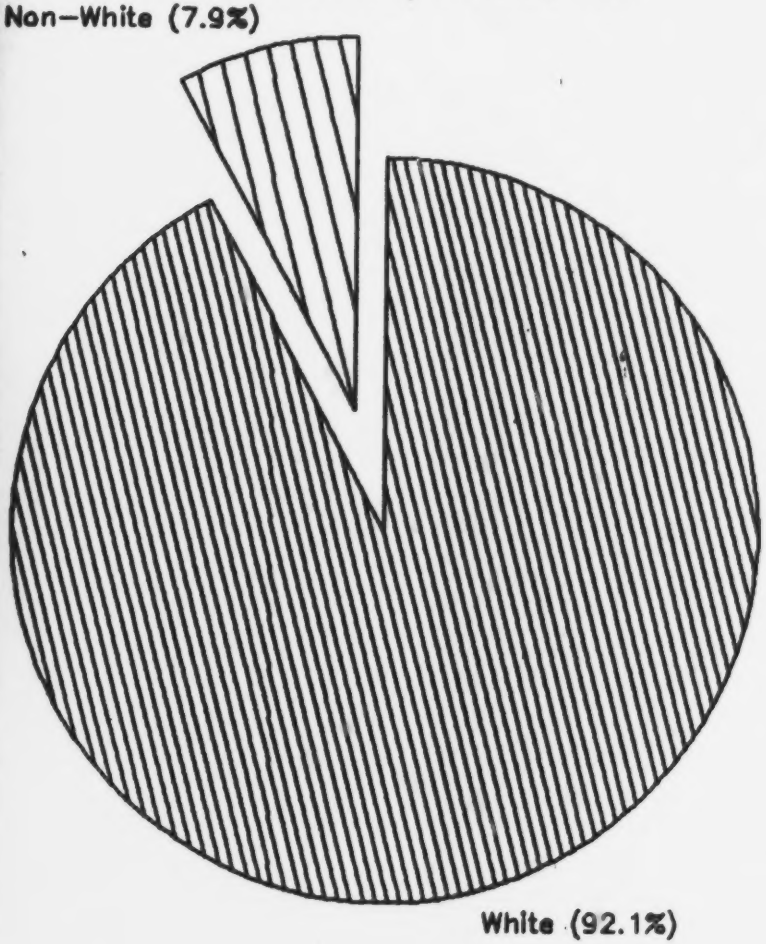

FIGURE 2

Representation of Visible Minorities in the Toronto Board of Education,
Metro Toronto Municipality Work Force,
and the Toronto Board of Education Student Population

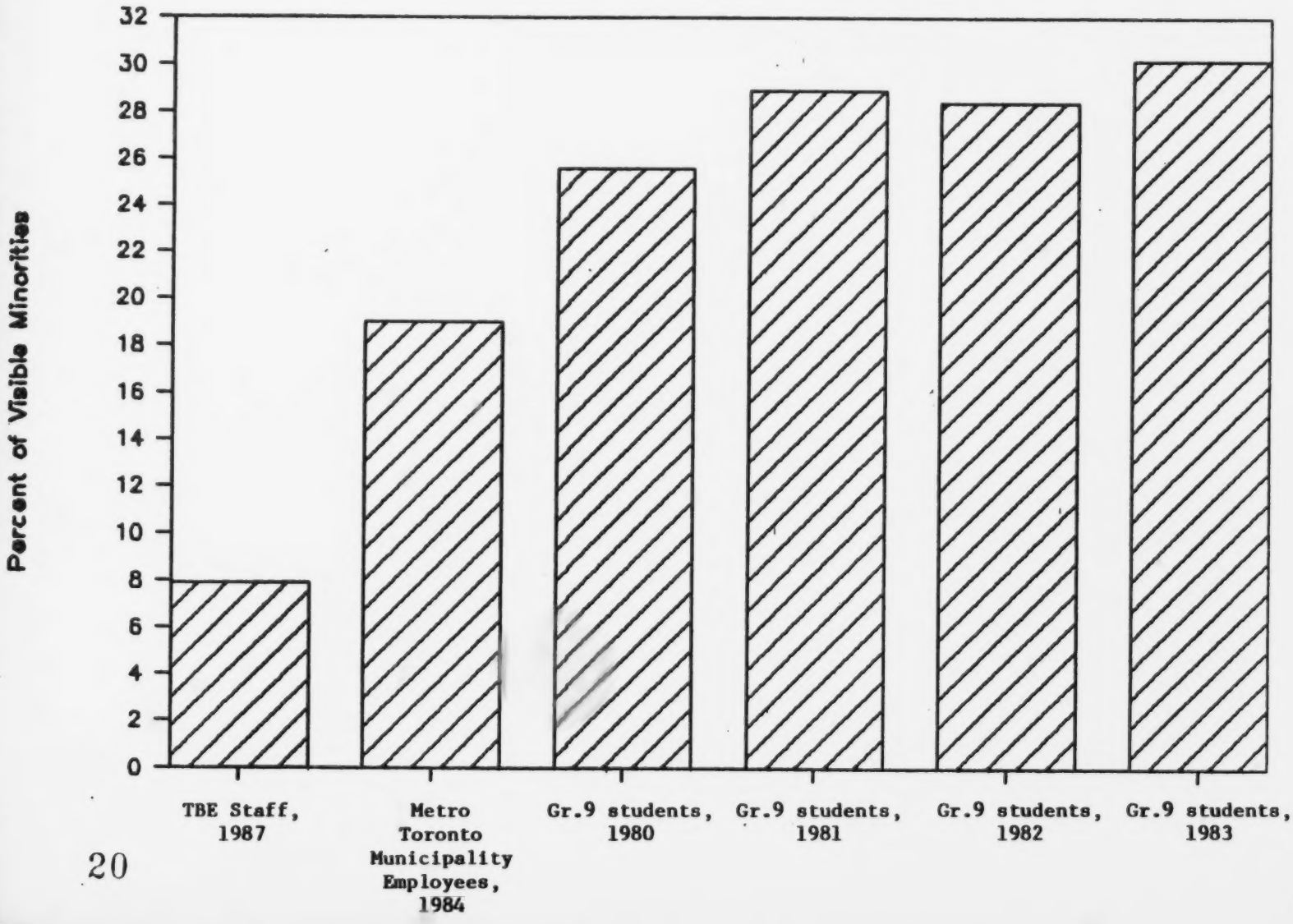

FIGURE 3

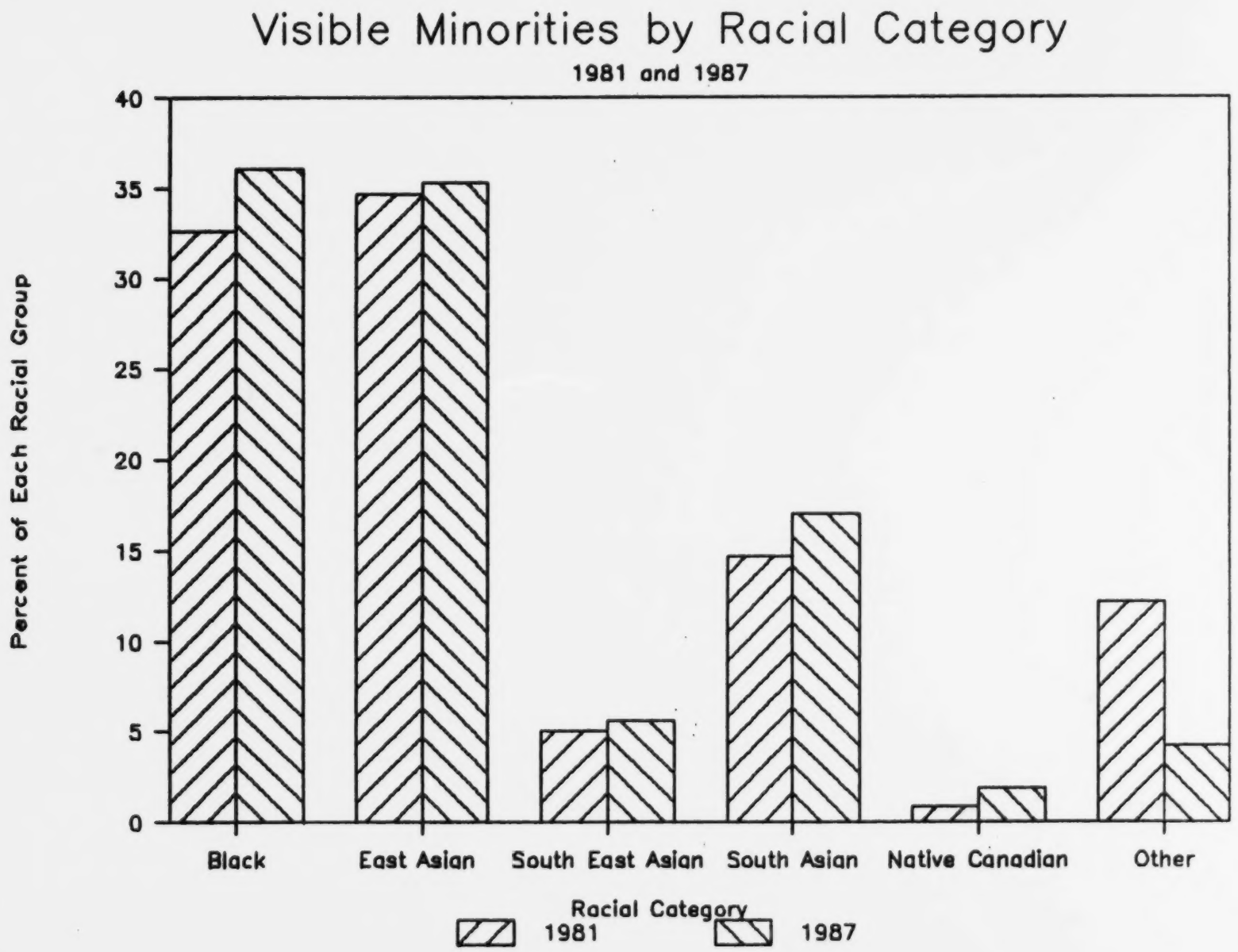
Visible Minorities by Racial Category
1981 and 1987
Percent of Each Racial Group
40
35
30
25
20
15
10
5
0
Black
East Asian
South East Asian
South Asian
Native Canadian
Other
Racial Category
1981
1987

FIGURE 4

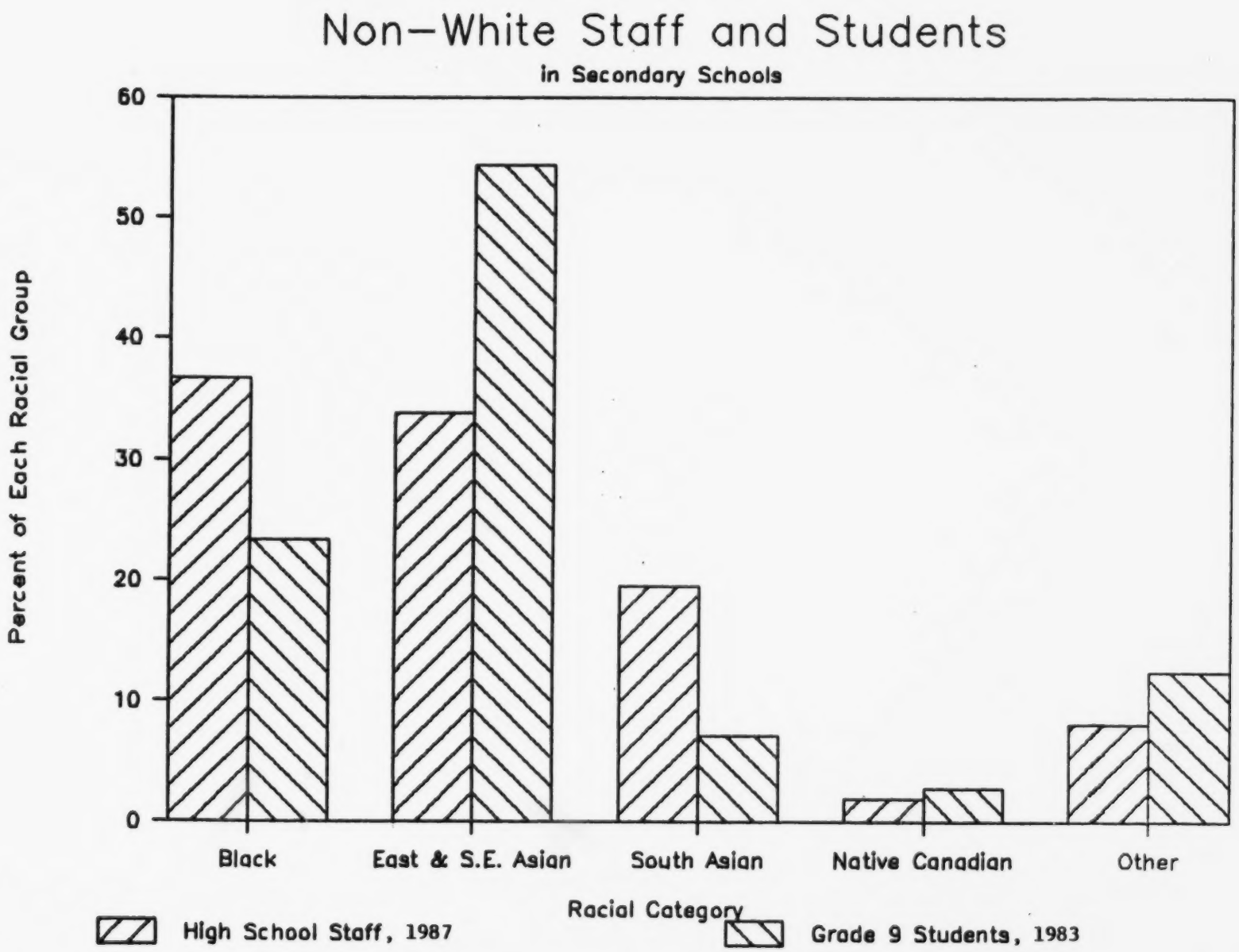
Non-White Staff and Students
in Secondary Schools
Percent of Each Racial Group
60
50
40
30
20
10
0
Black
East & S.E. Asian
South Asian
Native Canadian
Other
Racial Category
High School Staff, 1987
Grade 9 Students, 1983

FIGURE 5

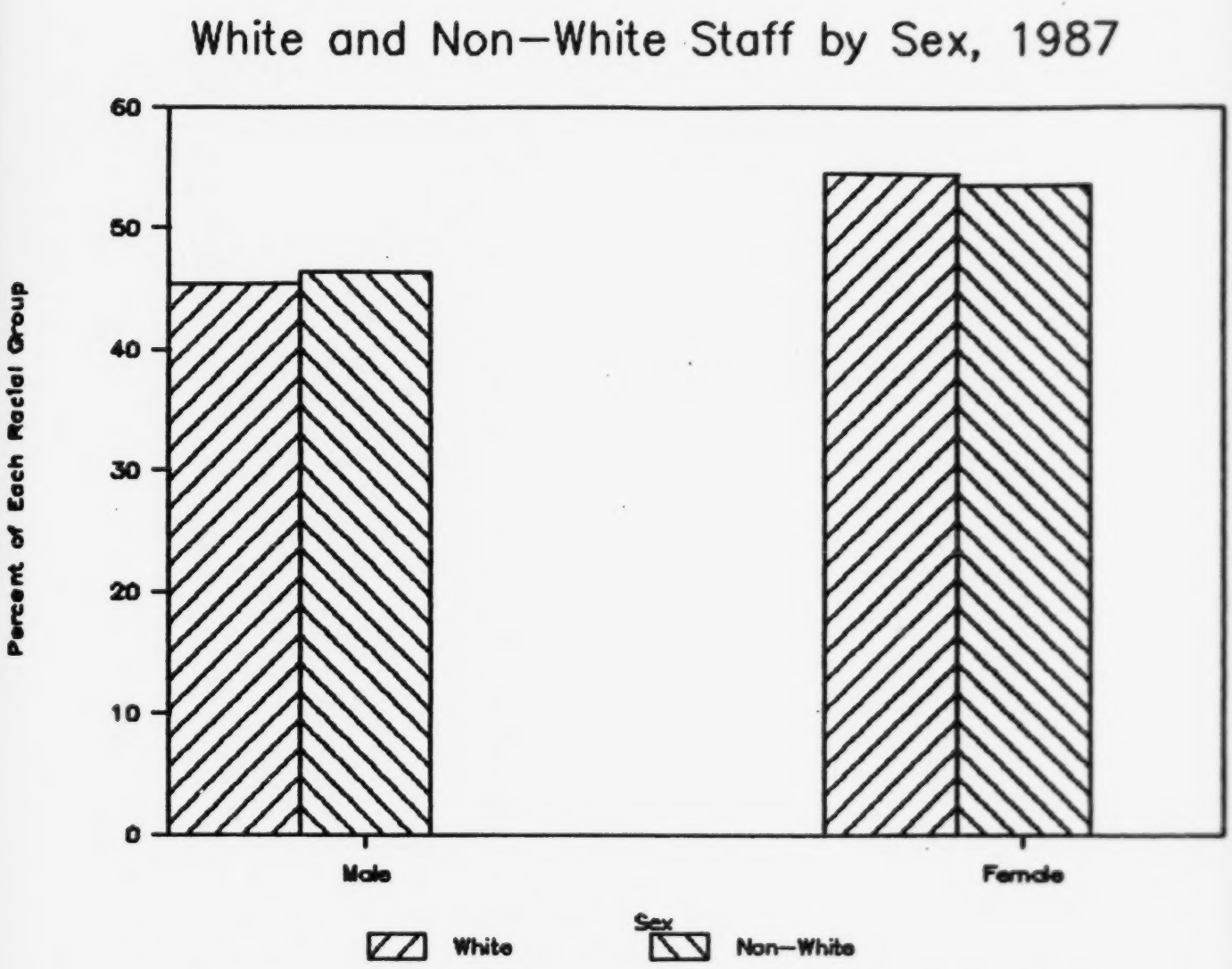
White and Non–White Staff by Sex, 1987
Percent of Each Racial Group
60
50
40
30
20
10
0
Male
Female
Sex
White
Non–White

FIGURE 6

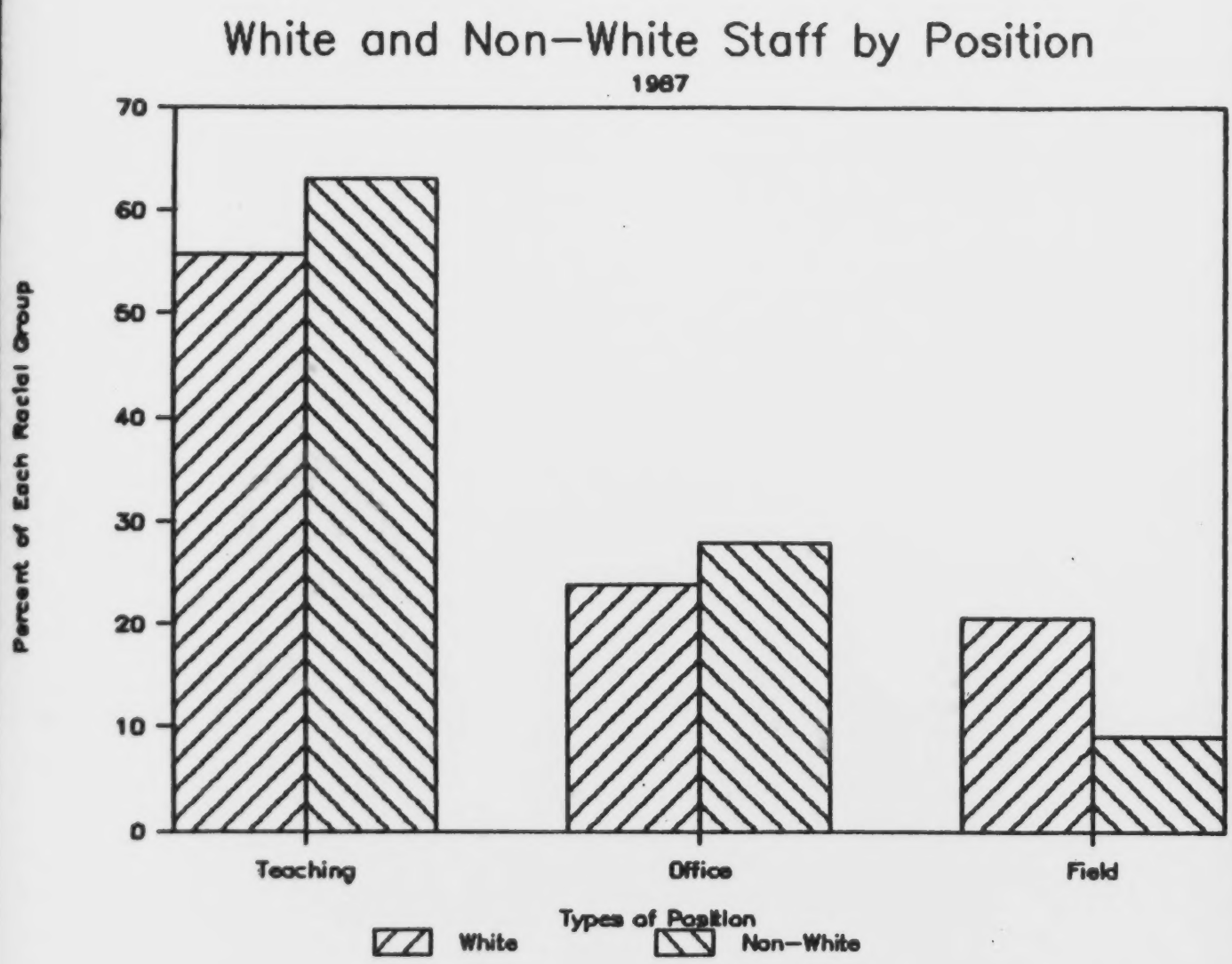
White and Non-White Staff by Position
1987
Percent of Each Racial Group
70
60
50
40
30
20
10
0
Teaching
Office
Field
Types of Position
White
Non-White

TABLE 1

REPRESENTATION OF VISIBLE MINORITY STAFF IN THE PERMANENT WORK FORCE, TORONTO BOARD OF EDUCATION, 1981 and 1987

Year	Total	Vis. Min.	Percent
1981	8404	665	7.9
1987	8348	660	7.9

*The only permanent employees left out in the survey are those grouped under McCaul Street Public School and College Street Secondary School.

TABLE 2

REPRESENTATION OF VISIBLE MINORITY PERMANENT STAFF
IN ELEMENTARY SCHOOLS BY POSITION

Position	Total		Vis. Min.		% Vis. Min	
	1981	1987	1981	1987	1981	1987
Principal	110	106	1	3	0.9	2.8
Vice-Principal	68	88	2	6	3.0	6.8
Teachers	2303	2332	218	214	9.4	9.2
Head Secretary/ Admin. Asst.	110	113	2	5	1.8	4.4
Clerical	94	94	4	4	4.2	4.3
Other (Educational Asst., etc.)	583	670	53	57	9.0	8.5
Total	3268	3403	280	289	8.6	8.5

TABLE 3

REPRESENTATION OF VISIBLE MINORITY PERMANENT STAFF
IN SECONDARY SCHOOLS BY POSITION

Position	Total		Vis. Min.		% Vis. Min.	
	1981	1987	1981	1987	1981	1987
Principal	31	27	1	2	3.2	7.4
Vice-Principal (incl. acting)	55	43	2	3	3.6	7.0
Department Head (incl. acting)	339	341	15	17	4.4	5.0
Assistant Head (incl. acting)	283	262	16	20	5.6	7.6
Teachers	1619	1500	148	151	9.1	10.1
Head Secretary/ Admin. Asst.	32	26	0	0	0	0
Clerical	174	174	8	7	4.6	4.0
Other (Health Care Asst., Ed.) Asst.)	86	95	11	10	12.8	10.5
Total	2619	2468	201	210	7.7	8.5

TABLE 4

REPRESENTATION OF VISIBLE MINORITY PERMANENT STAFF
IN ADMINISTRATION DEPARTMENTS BY POSITION

Position	Total		Vis. Min.		% Vis. Min.	
	1981	1987	1981	1987	1981	1987
Schedule I (1325 & 1325 exclusions)	445	426	43	64	9.6	15.0
Schedule II & Schedule II exclusions	189	211	14	19	7.4	9.0
Other (Schedule III not included elsewhere, APSSP, etc.)	340	206	35	18	10.3	8.7
Total	974	843	92	101	9.4	12.0

TABLE 5

REPRESENTATION OF VISIBLE MINORITY PERMANENT FIELD STAFF IN PLANT OPERATIONS BY POSITION

Position	Total		Vis. Min.		% Vis. Min.	
	1981	1987	1981	1987	1981	1987
Chief Caretaker	131	133	10	3	7.6	2.3
Head Cleaner	12	15	0	0	0	0
Stationary Engineers	112	107	13	13	11.6	12.1
Others (Cleaners and matrons)	634	625	51	25	8.0	4.0
Total	889	880	74	41*	8.3	4.7

*There is a possibility that some chief caretakers and cleaners in the schools may have been counted twice by both the principals and the supervisory staff in the Plant Operations in 1981. There were no specific instructions for the principals to exclude the caretaking staff in the survey forms during the 1981 survey. Also, the names of the visible minority staff were not required, so there was no way to identify visible minorities who were reported by more than one source.

TABLE 6

REPRESENTATION OF VISIBLE MINORITY PERMANENT STAFF
IN MAINTENANCE BY POSITION

Position	Total		Vis. Min.		% Vis. Min.	
	1981	1987	1981	1987	1981	1987
Mechanics or trades personnel (e.g. carpenter, machinist, painter)	446	512	8	10	1.8	1.9
Non-trades personnel (e.g. driver, driver's helper, general helper)	62	121	3	3	4.8	2.5
Total	508	633	11	13	2.2	2.0

TABLE 7

REPRESENTATION OF VISIBLE MINORITY PERMANENT STAFF
IN FOOD SERVICES BY POSITION

Position	Total		Vis. Min.		% Vis. Min.	
	1981	1987	1981	1987	1981	1987
Supervisor (senior cook, Food Services manager)	33	29	2	3	6.0	10.3
Others (Cafeteria general worker, lead hand)	113	92	4	3	3.5	3.3
Total	146	121	6	6	4.1	5.0

TABLE 8

REPRESENTATION OF VISIBLE MINORITY PERMANENT STAFF
IN POSITIONS OF RESPONSIBILITY

Position	Total		Vis. Min.		% Vis. Min.	
	1981	1987	1981	1987	1981	1987
Teaching						
Principals	141	133	2	5	1.4	3.8
Vice-Principals	123	131	4	9	3.3	6.9
Heads of Depts.	339	341	15	17	4.4	5.0
Assistant Heads	283	262	16	20	5.6	7.6
Sub-total	886	867	37	51	4.2	5.9
Non-Teaching						
Schedule II	189	211	14	19	7.4	9.0
Chief caretakers	131	133	10	3	7.6	2.3
Head cleaners	12	15	0	0	0	0
Food Services supervisors	33	29	2	3	6.0	10.3
Sub-total	365	388	26	25	7.1	6.4
TOTAL	1251	1255	63	76	5.0	6.1

TABLE 9

REPRESENTATION OF RACIAL MINORITY STAFF BY FAMILY OF SCHOOLS AND DEPARTMENT, 1987

Families of Schools/ Department	All Staff	Vis. Min. Staff	Percent
Families of Schools, Elementary			
West (Wards 1, 2, 3)	676	62	9.2
Central (Wards 4, 6)	580	65	11.2
East (Wards 7, 8, 9)	1181	108	9.1
North (Wards 5, 10, 11)	929	51	5.5
Families of Schools, Secondary			
Central and West	1255	101	8.0
East and North	1185	108	9.1
Education Offices	122	10	8.2
Departments			
Curriculum (student services)	158	21	13.3
Curriculum (special education)	46	1	2.2
Curriculum (other)	80	6	7.5
Director's Office, (incl. French sector)	34	7	20.6
Personnel	45	5	11.1
Plant Operations, office	30	2	6.7
Plant Operations, field	880	41	4.7
Maintenance, office (incl. trade supers)	73	6	8.2
Maintenance, field	633	13	2.0
Building and Plants (not incl. elsewhere)	42	4	9.5
Accounting	42	7	16.7
Purchasing and Supplies	45	5	11.1
Food Services (field and office)*	125	6	4.8
Administrative Services	31	0	0
Library Services (incl. Research)	69	16	23.2
Instructional Media Services	50	5	10.0
Computer Services	37	10	27.0
Total	8348	660	7.9

*Because of the small number of Food Services' office staff (4), field and office staff were combined in this table.

TABLE 10

DISTRIBUTION OF ALL PERMANENT STAFF BY RACE AND SEX IN 1987

Race by Sex	Number	%
Caucasian		
Male	3495	41.9
Female	4184	50.1
No information	9	0.1
Non-White		
Male	306	3.7
Female	354	4.2
Total	8348	100.0

TABLE 11

DISTRIBUTION OF ALL PERMANENT STAFF BY RACE AND TYPES OF POSITIONS IN 1987

Race by Position	Number	%
Caucasian		
Teaching *	4283	51.3
Non-teaching **		
Office and classroom ***	1831	21.9
Maintenance, Plant Ops., Food Serv. (field)	1574	18.9
Non-White		
Teaching	416	5.0
Non-teaching		
Office and classroom	184	2.2
Maintenance, Plant Ops., Food Serv. (field)	60	0.7
Total	8348	100.0

*Teaching staff in this report includes all full-time and part-time employees, in active service or on leave of absence, in the K paycode. They are members of the Toronto Teachers' Federation, Ontario Secondary School Teachers' Federation, or L'Association des enseignants Franco-Ontariens Niveau Secondaire. Probationary teachers are also included. However, occasional/supply teachers, or continuing education teachers (e.g. heritage language instructors, night school teachers) in the S, T and W paycodes are excluded.

**Non-teaching staff includes all staff in permanent establishment-approved positions, (whether in active service or on leave of absence, part-time or full-time) in the A, B, C, D, and J paycodes. Probationary staff are included as well. However, staff without benefits in the above-mentioned paycodes (e.g. contract staff and students) are excluded. In addition, temporary staff in the V paycode are left out.

***This category includes Schedules I, II and III as well as school clerical and educational assistant positions.

Appendix 1

TORONTO BOARD OF EDUCATION

SURVEY OF VISIBLE/RACIAL MINORITY EMPLOYEES

IN THE SCHOOLS

1987

To: Principals of elementary and secondary schools.

Purpose of the Survey:

In 1982, the Toronto Board of Education undertook its first survey of the racial/ethnic composition of its staff. The Personnel Division has been asked to update the information then collected and also to carry out research into the composition of Board personnel to identify trends or problem areas. We need this kind of information to monitor and measure the success of our Equal Opportunity programs. The present survey is being conducted by the Personnel Division in cooperation with the Research Section and the Race Relations Advisor. Information provided herein will be treated with complete confidence. You will, of course, receive the report based on the analysis of the data collected.

Thank you for your cooperation.

HELEN I. SISSONS
ASSOCIATE DIRECTOR OF
EDUCATION - PERSONNEL

Instructions

1. Please write down the names of all the staff in your school who can be identified as members of the visible/racial minorities. Exclude the caretaking and cafeteria staff, student employees, and occasional (non-benefit, non-regular) staff. Include everyone else on staff, including those regular staff who are on leave of absence or probation, and including educational assistants.

2. Please use the following categories to describe your visible/racial minority staff. The categories were selected to describe visible/racial characteristics, rather than birthplace and/or cultural background. For example, the South Asian category can include people whose origin is East Indian or Pakistani, but who may be born in Canada, the Caribbean, Africa, the United Kingdom, or elsewhere.

   1) Black (specify, if possible: e.g. African, Afro-Canadian, Caribbean, etc.)
   2) Native Canadian Indian, Inuit or Metis.
   3) East Asian descent (specify, if possible: e.g. Chinese, Japanese, Korean, etc.)
   4) South Asian descent (specify, if possible: e.g. East Indian, Pakistani, etc.)
   5) South-east Asian descent (specify, if possible: e.g. Filipino, Laotian, Malaysian, Vietnamese, etc.)
   6) Other; please specify. (Include people of mixed heritage.)

   If you are not sure of an employee's racial identity, please ask the employee to self-identify her/himself.

3. Please return the completed survey to Research Services at the Board no later than , 1987.

If you have any questions or need assistance, please call:

Alok Mukherjee, Race Relations - 591-8213
Maisy Cheng, Research Services - 591-8287
Suzanne Ziegler, Research Services - 591-8287

Survey Form

School: _____

Total Number of visible/racial minority employees: _____

Total Number of all employees: _____

Name of Visible/Racial Minority Employee	Sex	Race	Position

Feel free to make as many copies of this sheet as you need.

Appendix 2

TORONTO BOARD OF EDUCATION

SURVEY OF VISIBLE/RACIAL MINORITY EMPLOYEES

IN THE EDUCATION CENTRE AND

IN THE EDUCATION OFFICES (NORTH, EAST, WEST AND CENTRAL)

1987

To: School Superintendents and administrative department heads:

Purpose of the Survey:

In 1982, the Toronto Board of Education undertook its first survey of the racial/ethnic composition of its staff. The Personnel Division has been asked to update the information then collected and also to carry out research into the composition of Board personnel to identify trends or problem areas. We need this kind of information to monitor and measure the success of our Equal Opportunity programs. The present survey is being conducted by the Personnel Division in cooperation with the Research Section and the Race Relations Advisor. Information provided herein will be treated with complete confidence. You will, of course, receive the report based on the analysis of the data collected.

Thank you for your cooperation.

HELEN I. SISSONS
ASSOCIATE DIRECTOR OF
EDUCATION - PERSONNEL

Instructions

1. Please write down the names of all the staff in your office who can be identified as members of the visible/racial minorities. Include both your permanent and occasional (non-benefit, non-regular) full time and part time employees, office and field staff, as well as staff who are on leave of absence.

2. Please use the following categories to describe your visible/racial minority staff. The categories were selected to describe visible/racial characteristics, rather than birthplace and/or cultural background. For example, the South Asian category can include people whose origin is East Indian or Pakistani, but who may be born in Canada, the Caribbean, Africa, the United Kingdom, or elsewhere.

   1) Black (specify, if possible: e.g. African, Afro-Canadian, Caribbean, etc.)
   2) Native Canadian Indian, Inuit or Metis.
   3) East Asian descent (specify, if possible: e.g. Chinese, Japanese, Korean, etc.)
   4) South Asian descent (specify, if possible: e.g. East Indian, Pakistani, etc.)
   5) South-east Asian descent (specify, if possible: e.g. Filipino, Laotian, Malaysian, Vietnamese, etc.)
   6) Other; please specify. (Include people of mixed heritage.)

   If you are not sure of an employee's racial identity, please ask the employee to self-identify her/himself.

3. Please return the completed survey to Research Services at the Board no later than , 1987.

If you have any questions or need assistance, please call:

Alok Mukherjee, Race Relations - 591-8213
Haisy Cheng, Research Services - 591-8287
Suzanne Ziegler, Research Services - 591-8287

Survey Form

Department or Education Office: _____

Total Number of visible/racial minority employees: _____

Total Number of all employees: _____

Name of Visible/Racial Minority Employee	Sex	Race	Position

Feel free to make as many copies of this sheet as you need.

THE BOARD OF EDUCATION FOR THE CITY OF TORONTO
155 College Street, Toronto M5T 1P6, Canada, 598-4931

International Year of Shelter for the Homeless 1987

Année Internationale du Logement des Sans-Abri 1987

Appendix 3

March 2, 1987

TO: All Employees of the Toronto Board of Education

RE: Survey of the Board's Workforce Composition

Beginning in March 1987 Principals and Administrative Department Heads will be required to collect information on the number of employees from different racial/ethnic backgrounds currently employed by the Board. The form for gathering this data has been approved by the Ontario Human Rights Commission.

This information will help us to monitor and measure the success of our Equal Opportunity programs. It will be held in strict confidence and will be forwarded by Principals and Administrative Department Heads under confidential cover directly to the Research Section.

The Toronto Board of Education has been an Equal Opportunity employer since 1978. Following the introduction of the Race Relations policy in May 1979, we have implemented several measures to ensure that the Board's workforce represents the City's racial/ethnic composition. In 1982 we undertook the first survey to determine the racial/ethnic breakdown of the Board's workforce. In June 1984 the Board directed Staff to update the 1982 survey. This information is intended to do so.

Thank you for your co-operation in collecting the most accurate information which will help all of us measure the success of our Equal Opportunity programs.

Helen I. Sissons

HELEN I. SISSONS
ASSOCIATE DIRECTOR OF
EDUCATION - PERSONNEL

E. N. McKeown

EDWARD N. McKEOWN
DIRECTOR OF EDUCATION

WCS

Director's Office: Edward N. McKeown, Director
Associate Directors: Ronald W. Halford - Operations • Donald G. Rutledge - Program • Helen I. Sissons - Personnel

Charles W. Taylor, Chief Superintendent - Curriculum • Linda Grayson, Superintendent of Information Services
Michael J. Rose, Comptroller of Buildings and Plant • David S. Paton, Comptroller of Finance

Appendix 4

DISTRIBUTION OF RACIAL MINORITY STAFF BY ETHNIC ORIGIN

Ethnic Origin	Number	Percent
Black		
Caribbean	172	26.1
Afro Canadian	12	1.8
West Indian	10	1.5
African	7	1.1
Afro American	5	0.8
No Information	32	4.8
Total	238	36.1
East Asian		
Chinese	130	19.7
Japanese	80	12.1
Mauritian*	1	0.2
No Information	22	3.3
Total	233	35.3
South Asian		
Indian	73	11.1
Pakistani	10	1.5
Sri Lankan	3	0.4
Goan	2	0.3
West Indian	2	0.3
Guyanese*	1	0.2
No Information	21	3.2
Total	112	17.0
South East Asian		
Filipino	22	3.3
Vietnamese	9	1.4
Malaysian	1	0.2
Burmese	1	0.2
Mauritian*	1	0.2
No Information	3	0.4
.ul mask		
Total	37	5.6
Native Indian		
Metis	2	0.3
No Information	10	1.5
Total	12	1.8
Other		
Egyptian	10	1.5
Middle Eastern	5	0.8
African	3	0.4
Moroccan	1	0.2
Guyanese*	1	0.2
Eurasian	1	0.2
Chinese/Canadian Indian	1	0.2
No Information	6	0.9
Total	28	4.2
TOTAL	660	100.0

*Where national categories are repeated, it is because employees of two different racial origins have been identified by their supervisors as having the same national origin, e.g. a Chinese from Mauritius and an Indian from Mauritius who both are identified as Mauritian.

Appendix 5

DISTRIBUTION OF VISIBLE MINORITY SCHOOL STAFF BY RACIAL CATEGORY AND POSITION, TORONTO BOARD OF EDUCATION, 1987

Position	Black	Native Canadian	East Asian	South Asian	S.E. Asian	Other	Total
Elementary Panel							
Principal	1	0	1	0	0	1	3
Vice-Principal	5	0	1	0	0	0	6
Teacher	87	3	74	37	6	7	214
Admin. Asst.	2	2	0	1	0	0	5
Clerical Asst.	1	0	3	0	0	0	4
Others (Ed. Asst.)	22	2	25	5	3	0	57
Total	118	7	104	43	9	8	289
Secondary Panel							
Principal	1	0	0	0	0	1	2
Vice-Principal	0	0	0	3	0	0	3
Dept. Head	8	1	3	3	0	2	17
Asst. Head	10	0	5	1	2	2	20
Teacher	52	3	50	32	2	12	151
Secretary	0	0	0	0	0	0	0
Clerical Asst.	1	0	4	2	0	0	7
Other (Ed. Asst., Health Care Asst.)	5	0	0	0	5	0	10
Total	77	4	62	41	9	17	210

DISTRIBUTION OF VISIBLE MINORITY OFFICE AND FIELD STAFF
BY RACIAL CATEGORY AND POSITION, TORONTO BOARD OF EDUCATION
1987

Position	Black	Native Canadian	East Asian	South Asian	S.E. Asian	Other	Total
Admin. Dept.							
Sched. I (1325 & 1325 exclusive)	15	0	30	10	6	3	64
Sched. II & Sched. II exclusive	7	0	7	4	1	0	19
Other (Sched. III, APSSP, Therapists, Coordinators)	4	0	6	6	2	0	18
Total	26	0	43	20	9	3	101
Plant Ops.							
Chief Caretaker	1	0	2	0	0	0	3
Head Cleaner	0	0	0	0	0	0	0
Stat. Engineer	0	0	8	4	1	0	13
Others (cleaners & matrons)	6	0	7	3	9	0	25
Total	7	0	17	7	10	0	41
Maintenance							
Mechanics or Trades personnel	5	1	4	0	0	0	10
Non-trades personnel	3	0	0	0	0	0	3
Total	8	1	4	0	0	0	13
Food Services							
Supervisor (Sr. Cook, Manager)	1	0	2	0	0	0	3
Others (Cafe. general worker)	1	0	1	1	0	0	3
Total	2	0	3	1	0	0	6